

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

ACTION 03-26

ISSUE DATE: 11/17/2003  
DISPOSAL DATE: 12/31/2005

RE: '04 - '05 W-2 AND RELATED  
PROGRAMS  
EARLY/ADVANCE  
SPENDING AUTHORITY  
POLICY AND  
PROCEDURES

To: W-2 Agency Directors

From: Bettie A. Rodgers /s/  
Division Administrator

**PURPOSE**

This memo communicates DWS policy and procedures governing early/advance spending for the 2004-2005 W-2 and Related Programs Contract.

**BACKGROUND**

Historically, DWS has not given authority for early spending or incurring expenditures for the new contract in advance of the start date in of the contract in January.

This has not been necessary because there has been transition funding or other mechanisms available to enable agencies to be ready for the January start up.

For the 2004-2005 W-2 and Related Programs Contract, resources are reduced, and no additional funding is available for transitions. Therefore, DWS has developed the attached policy and procedures to allow agencies with signed contracts to incur costs prior to January 2004 and receive early reimbursement for some of these expenditures.

**ACTION NEEDED**

Please review the attached policy and procedures. If you wish to request authority for advanced spending for transition or consortium purposes, follow the steps as outlined and use the forms provided.

You must have a signed contract in order to receive approval.

**CONTACT FOR QUESTIONS**

If you have any questions about this memo, please contact the Department's Contract Manager (Area Administrator) in the Regional Office

Attachments